

## **INDIANA STATE LIBRARY – CENTER FOR THE BOOK/PR INTERN**

### **JOB DESCRIPTION**

The Indiana State Library is seeking an intern to assist in the marketing and promotion of the Indiana State Library and the Indiana Center for the Book. The incumbent will plan and promote special receptions, represent the library at promotional and trade events, write press releases, assist with tours, and develop and install exhibits.

### **ESSENTIAL FUNCTIONS:**

- Assists in the day-to-day activities of the Indiana Center for the Book (ICB)
- Assists in the development of literary programs, projects and contests that promote interest in reading, writing, literacy, libraries, and Indiana's literary heritage
- Coordinates ICB events, fundraisers, ceremonies, etc.
- Researches national trends and successful literary programs
- Serve as a liaison between the State Library and members of Indiana's literary community (Indiana authors, publishers, educators, etc.)
- Writes content for ICB and State Library publications as requested
- Researches grant opportunities that support the ICB's and State Library's current and future projects and programs
- Organizes, prepares, and submits statistics and other reports as required
- Assists communications director with communications, outreach, marketing and promotional activities as assigned.
- Performs other duties as assigned

### **QUALIFICATIONS:**

Must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. Proven marketing, PR, or library outreach experience preferred.

### **ADDITIONAL INFORMATION:**

Interested candidates should email a copy of their résumé to [agriffis@library.IN.gov](mailto:agriffis@library.IN.gov). Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.